CLOSING PURCHASE ORDERS

Exercise 1: Closing POs With the Reconciliation Workbench.

Steps	Directions	Comments
BEFORE STARTING THE EXERCISE, PLEASE MAKE SURE THAT YOU ARE IN THE TRAINING ENVIRONMENT: https://www.connectnd.us/psp/ndrt/?cmd=login. Use your regular User ID and password.		
1.	**Navigation:** *Purchasing → Purchase Orders → Reconcile POs → Reconciliation Workbench*	
2.	The first time you use the Reconciliation Workbench you will need to set up a run control ID. Click the '**Add a New Value'** tab. Verify Business Unit (BU) Enter a **WorkBench ID**. Click Add.	*The WorkBench ID can simply be your name or a description like CLOSE_PO.*
3.	**Filter Options Page** For best results, do not fill in too many filter options unless you really need to narrow your search down. Two fields that may help are: a. Buyer b. PO Status (i.e., Dispatched, Approved) For this exercise, enter a buyer's name for your agency by using the magnifying glass. Then select "**Dispatched**". Click Search.	
4.	**Reconciliation WorkBench Page** 1. Give your run control ID a Description, such as "Closing POs." 2. Click Save.	*You can use this run control ID each time you wish to use the Reconciliation Workbench. All you have to do is change the filter options to do various activities.*
5.	You may have to click 'View All' to see all of the purchase orders for this buyer. **List of Purchase Orders** You will see a lot of information is available on this screen: • The **Purchase Order** column has active links for you to open up each PO in a new window. This helps the PO administrator look at a PO before closing it. • The **Doc Status** column contains an icon to open up a new window to show all related documents for this PO. The Document Status screen shows all requisitions, receipts, and vouchers tied to this PO. • Depending upon the **PO Status** chosen on the Filter Options page, POs with that status will appear in this column. Yours should all say "Dispatched" in this exercise.	*POs with a status of "Pend Appr" will not close.*

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6.	Click on the '**Other'** tab. This page shows whether: 1. The PO has been received or 2. The PO has successfully budget checked. If the **Receipt Status** shows 'Not Recvd', you will have to make sure that the PO actually was received and create a receipt OR change the **Receiving Required** field on the PO to "Receiving is Optional." Otherwise the PO will not close.	*Keep in mind that you will not want to close a PO that your agency is still waiting to receive.*
7.	An easy way to change any PO on this page is by clicking on the pencil icon for **Edit the PO?** In the last column.	**NOTE**: Those users with the PO Recon role will not be able to pull the PO up for editing. Any changes will need to be sent back to the buyer or PO Administrator.
8.	Return to the '**Detail**' tab. Once you've determined which PO(s) you want to close: • Select the PO by checking the box to the left of the PO number. • Click the yellow "**Close**" action box towards the bottom of the screen.	Record the PO number(s) you are closing in the exercise here: __________________
9.	**Processing Results Page** If your PO is qualified for closing, it will appear in a box on the right side. • Use today's date for **Accounting Date for Action**. • OMB recommends that you check the box '**Update Budget Date Equal to Accounting Date.'** • Click the yellow "**Yes**" button at the bottom of the screen to proceed.	*If your PO appears in the unqualified box on the left, stop this exercise here and contact the ConnectND Purchasing staff for further instructions.*
10.	Click the Yes button on the next screen to continue closing.	
11.	You will be brought back to the **Reconciliation Workbench** page. Click on the **Other** tab. Notice that the PO Status says **Compl**, for "complete," but the Budget Status says "**Not Chk'd**." THE CLOSING PROCESS IS NOT FINISHED UNTIL THE CLOSED PO(s) HAVE BEEN BUDGET CHECKED SUCCESSFULLY in the next step.	
12.	**Navigation:** *Purchasing → Purchase Orders → Budget Check*	***Do not forget to budget check!***
13.	**PO Budget Check Request Page** Click Search to find your run control ID and select that link.	
14.	**Budget Check Request** Process Frequency: **Once** Business Unit: Verify **your BU** PO Status: **Some** Then check: **Complete** Click Run..	

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15.	**Process Scheduler Request** The Server Name should be blank. Click **OK**. Click the **Process Monitor** link after you are taken back to the Budget Check Request page. Click Refresh as needed and wait for the Run Status of "**Success**" and Distribution Status of "**Posted,**" as for all budget checking.	
16.	Double check that the closing was successful by reviewing the PO. **Navigation:** *Purchasing → Purchase Orders → Review PO Information → Purchase Orders*	
17.	**Purchase Order Inquiry Page** Search for the closed PO(s) and click on the link to display it. Verify the following statuses: **PO Status = Canceled** **Budget Status = Valid**	If you received a different status for either of these, go back and see what is causing the problem, especially with budget checking. If stuck for an answer, contact the ConnectND Purchasing staff.
18.	You have successfully closed a PO. You can use the Reconciliation Workbench for many other things besides closing purchase orders. See the training exercise called "Using the Reconciliation Workbench."	*For a quick review on closing purchase orders, see the checklist at:* http://www.nd.gov/spo/connectnd/docs/closing-pos.pdf.